

STATEMENT OF WORK EXPERIENCE**Skills Development Provider:**

Forensic Academy Africa (Pty) Ltd

Accreditation Number:

07-QCTO/SDP060626072007

Qualification Number:	118250
Qualification Title:	Occupational Certificate: Anti Money Laundering Analyst

Learner Details	
Full Name and Surname:	
ID Number:	
Learner Cell Phone #:	

Employer Details	
Name of Institution:	
Postal Address:	
Supervisor Name and Surname:	
Supervisor Position:	
Work Telephone #:	
Work E-Mail:	

241108-001-00-WM-01 - Client screening processes, NQF Level 5, Credits 36


WM-01-WE01	Exposure to the screening of a range of types of clients	
Scope Work Experience		
WA0101	Access systems	Tick
WA0102	Conduct system and manual screening	Tick
WA0103	Report on screening findings	Tick
WA0104	Escalate risks and anomalies	Tick
Contextual Workplace Knowledge: All relevant organisational compliance requirements, policies, procedures, and standing operating processes and related rules and codes of conduct		
Supporting Evidence: (For Employer Attention – Submission NOT required)		
SE0101	Completed screening reports	
SE0102	Supervisors report	

WM-01-WE02	Exposure to the specific systems utilised for screening	
Scope Work Experience		
WA0201	Complete compliance training	Tick
WA0202	Receive clearance to operate	Tick
WA0203	Access and use the system	Tick
Contextual Workplace Knowledge: The focus of the learning in this module is to provide learners with an opportunity to gain experience in the application of the skills and knowledge required to screen clients within financial institutions in order to identify potential risks related to bribery, corruption, money laundering and the support of terrorist activities and organisations.		
Supporting Evidence: (For Employer Attention – Submission NOT required)		
SE0201	System log	
SE0202	Supervisors report	


241108-001-00-WM-02, Transaction screening processes, NQF Level 5, Credits 44


WM-02-WE01	Exposure to the financial products and services used within the organisation	
Scope Work Experience		
WA0101	Complete in-house product training	Tick
WA0102	Complete in-house compliance training	Tick
WA0103	Support the administration of product utilisation by clients	Tick
Contextual Workplace Knowledge: Product knowledge and all relevant organisational compliance requirements, policies, procedures, standing operating processes and related rules and codes of conduct		

Supporting Evidence: (For Employer Attention – Submission NOT required)	
SE0101	Results of training
SE0102	Supervisors report


WM-02-WE02	Exposure to the organisational systems used to screen financial transactions	
Scope Work Experience		
WA0201	Monitor transactions	Tick
WA0202	Monitor compliance	Tick
WA0203	Identify and report risks	Tick
Contextual Workplace Knowledge: Product knowledge and all relevant organisational compliance requirements, policies, procedures, standing operating processes and related rules and codes of conduct		
Supporting Evidence: (For Employer Attention – Submission NOT required)		
SE0201	System logs	
SE0202	Supervisor report	

241108-001-00-WM-03, Risk identification processes, NQF Level 6, Credits 64

WM-03-WE01	Identify risks related to money laundering and suspicious transactions and categorise the risks using an industry-accepted risk classification system	
Scope Work Experience		
WA0101	Do risk assessments	Tick
WA0102	Identify risks	Tick
WA0103	Classify risks	Tick
WA0104	Report risks	Tick
Contextual Workplace Knowledge: All relevant organisational compliance requirements, policies, procedures, standing operating processes and related rules and codes of conduct		
Supporting Evidence: (For Employer Attention – Submission required)		
SE0101	Risk classification documents and reports	
SE0102	Supervisor report	

WM-03-WE02	Compile and present appropriate internal reports relating to AML issues	
Scope Work Experience		
WA0201	Compile reports	Tick
WA0202	Present reports	Tick
WA0203	Action agreed on next steps	Tick
Contextual Workplace Knowledge: All relevant organisational compliance requirements, policies, procedures, standing operating processes and related rules and codes of conduct		
Supporting Evidence: (For Employer Attention – Submission required)		
SE0201	Completed reports	
SE0202	Presentation material	
SE0203	Supervisors report	

241108-001-00-WM-04, Processes of identifying new and developing trends, NQF Level 6, Credits 16

WM-04-WE01	Research new and emerging trends in subversive practices	
Scope Work Experience		
WA0101	Do environmental scanning	Tick
WA0102	Identify emerging trends and modus operandi	Tick
WA0103	Workshop findings	Tick
WA0104	Present findings	Tick
WA0105	Prepare papers and presentations for internal use	Tick
Contextual Workplace Knowledge: Research techniques and all relevant organisational compliance requirements, policies, procedures, and standing operating processes and related rules and codes of conduct		
Supporting Evidence (For Employer Attention – Submission required)		
SE0101	Findings presentations	
SE0102	Supervisor report	

241108-001-00-WM-05, Processes of submitting required reports to the regulator, NQF Level 6, Credits 8

WM-05-WE01	Clarify regulator requests source the required data and submit required reports	
Scope Work Experience		
WA0101	Submit reports to the regulator	Tick
WA0102	Deal with regulator requests and queries	Tick
WA0103	Use an appropriate regulator information system	Tick
Contextual Workplace Knowledge: All relevant organisational compliance requirements, policies, procedures, and standing operating processes and related rules and codes of conduct		
Supporting Evidence (For Employer Attention – Submission required)		
SE0102	Supervisor report	

Knowledge and Practical Modules	Acknowledging that additional assignments are to be assessed by the Skills Development Provider	Tick
----------------------------------------	-------------------------------------------------------------------------------------------------	------

External Integrated Summative Assessment	Acknowledging that the External Integrated Summative Assessment is to be Externally Assessed at an accredited Assessment Centre, quality assured by the relevant Quality Partner.	Tick
-------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------

We, the Employer and the Learner, declare that the above requirements were met and that they were monitored.

Declaration by Learner	Date	Learner Signature
-------------------------------	------	-------------------

Declaration by Employer	Date	Supervisor Signature
--------------------------------	------	----------------------

Office Use Only	Statement of Workplace Experience on file at Skills Development Provider	Thus, done and signed virtually using the last date of the parties above.
------------------------	--------------------------------------------------------------------------	---------------------------------------------------------------------------

